

**Town of Westminister, Massachusetts
Per Diem Position**

Position Title:	Computer/Information Systems Specialist	Grade Level:	n/a
Department	Information Technology/Data Processing	Date:	10/13/2015
Reports to:	Town Administrator	FLSA Status	

Description of Duties:

Provide computer maintenance services to all town departments on an as-needed basis (average 10 hours per week). Assist with overall operation and maintenance of town wide computer/information systems and peripheral devices.

Responsibilities:

- Installs and configures computer systems and equipment.
- Performs software installation and configuration.
- Participates in developing hardware and software planning and replacement program.
- Maintains town-owned computer equipment, including peripheral equipment, printers, servers and PCs.
- Tracks, orders and maintains inventory of town-owned computer equipment.
- Provides training and guidance to Town employees on the operation of computers and peripheral devices.
- Works with vendors and manufacturers to assist with purchases of new equipment and equipment repairs.
- Acts as liaison with third party software vendors.
- Participates in development and implementation of system security, system backup and disaster recovery plan.
- Receives and responds to end user requests, questions, and problems with hardware, software, and peripheral equipment.

Preferred Qualifications:

- Bachelor's degree in computer-related field and three (3) years information technology work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
- Previous municipal experience desirable
- Must successfully pass background investigation